



Meeting Minutes for the 1st Organizing Committee meeting for 21/22 Student Union Renata

Date: 1 Oct 2021

Time: 1:45-2:45

Venue: SU Room

Present:

	Name	Position
Present:	Chiu Tung Tung	President
	Liu Tsz Kwan	Internal Vice President
	Lai Suet Lam	External Vice President
	Hung Man Lee	Finance
	Li Yuehan	Publication
	Kwok Hei Lok	Welfare
	Mau King Ho	Multi-Media and Information Management
	Chung Ho Hang	Secretary and Publicity

1. Opening exercise

1.1. Meeting call to order

President Chiu Tung Tung called meeting to order at 1:45

1.2. Recognition of guests

President Chiu Tung Tung recognised the presence of the advisor of Student Union, Mr Lai Chor Yin.

2. Adoption of agenda

Adopted.

3. Events improvement and other details

3.1. Arrangement of sweetie express

Due to some unintended conditions that arose in sweetie express recently, for instance, some students compare the number of sets of sweets they received with each other and send too many sets of sweets to others.

To tackle with the problem, there are suggestions provided:



3.1.1. Schoolmates can order candy through the student union and need to pack themselves. However, that is not the most preferred suggestion because in case of this, near no involvement of the internal department is needed.

3.1.2. Restrictions are set in ordering the sweetie express. (Maximum ordering number for each student is 30, if the ordering number exceeds 30, the ordering after the 30th ordering, will be canceled. Maximum sets number of sweets in each package is 10.) This is the most preferred suggestion.

3.1.3. Cancel the whole event. That is the least preferred suggestion.

3.2. Arrangement of extracurricular activities

Concerning the lease of the venue and antivirus measures, the advisor Mr Lai Chor Yin pointed out that the event can be held on Saturday. The earliest arriving time is 9:00am, the latest leaving time is 1:30pm. However, lunchtime should not be provided in the activities.

For external events, participants from supporting schools are required to be vaccinated and provide document proof. If half-day school time continues and students do not apply for staying at school, the latest time that they can join extracurricular activities is until 2:30. If the whole day school time resumes, events can be held at lunchtime as usual.

3.3. Arrangement of welfare

There will be price and item arrangements of the stationary ordering since the stationary store had raised the price.

3.4. Duty of finance department

Finance committee needs to bring the account ledger to the office and report the selling amount monthly.

3.5. Remarks by President

Nil

4. Date, time and place of next meeting

The date, time and place of the next meeting will be discussed after the meeting.

5. Adjournment

President Chiu Tung Tung announced that the meeting was adjourned on 1 October 2021 at 2:45.

Walker Chung
Secretary
30 Sep 2020